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|  | <p style="text-align: center;"><b>FINAL</b></p> <p style="text-align: center;">TOWN OF GRANTHAM NEW HAMPSHIRE<br/>TRUSTEES OF THE TRUST FUNDS MEETING MINUTES<br/>NOVEMBER 15, 2023<br/>Jerry Whitney Conference Room</p> |
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Chair Dahlman called the meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 4:47 p.m. on Wednesday, November 15, 2023, in the Lower Level kitchen at the Town Offices on 300 Route 10 South.

**PRESENT:** Trustee Chair Maria Dahlman, Trustee Donna Matson, Trustee Thomas Shemanske, and Board Clerk Emily Owens.

**ADJUSTMENTS TO THE AGENDA:** none

**REVIEW AND APPROVAL OF THE MINUTES:** A motion was made by Chair Dahlman and seconded by Trustee Shemanske to approve the meeting minutes of October 25, 2023 as submitted. ***Unanimously Approved***

**BOOKKEEPER'S REPORT WITH MONTHLY RECONCILIATION:** Trustee Shemanske completed the monthly reconciliation for October 31, 2023. The Trustees of the Trust Funds held 43 accounts at Bar Harbor Bank totaling \$4,793,210.84. Bar Harbor's bank statements were unavailable until November 3, although all relevant bookkeeping data was able to be extracted from the Commercial Activity tab. All three statements had the correct accounts, so hopefully we are settled for now. The SAU (8 accounts) has a balance of \$712,122.26, the TOG (25 accounts) has a balance of \$2,182,122.81, and the VDE (10 accounts) has a balance of \$1,898,965.77.

The only activity was interest accruals. The reconciliation has been completed and reports distributed to appropriate entities, with copies emailed to the TTF core. The printed copies are available for filing.

The Dropbox folder TTF/TTF-Excel-new/2023-10 contains (1) All pdf reports [ledgers, monthly reports] and (2) Snapshots of the Excel source files and Bar Harbor Bank statements in a subfolder labeled BHB.

## **OLD BUSINESS**

- 1. BHB UPDATE (STATEMENT AND MEETING):** Chair Dahlman met with Amy Chamberlain (Randolph VT office) and Kelly Spiller from BHB. She expressed the frustrations regarding the recent statement issues. BHB was sympathetic and expressed their commitment to resolving the issues.

2. **ANNUAL TOWN MEETING REPORT SUMMARY:** The trustees reviewed the changes to the annual town meeting report summary, they all agreed with the changes, and Chair Dahlman will provide a copy to Board Clerk Owens before December 15<sup>th</sup>.

#### **NEW BUSINESS**

1. **TOG TTF #544 REIMBURSEMENT REQUEST:** Chair Dahlman made a motion to approve the TOG voucher request of \$133,490 from TTF #544, Highway Equipment CRF, for the reimbursement of a mini excavator. The request meets the terms of the trust warrant, and is requested by agents authorized to expend funds, as approved in their 8/16/23 BOS meeting. As of October 31, the account balance of \$323,601.44 in TTF #544 provides sufficient funds for this request. The motion was seconded by Trustee Shemanske and *unanimously approved*.
2. **NOVEMBER AGENDA AID UPDATE:** The trustees will remind their respective entities that warrant articles can be provided to the trustees for them to review the language and provide feedback, prior to annual meetings.
3. **TTF ROLES FOR 2024:** The trustees decided to change roles effective January 1, 2024; Trustee Shemanske will continue with the bookkeeping/VDE, Trustee Matson will become the chair/SAU, and Trustee Dahlman will take care of the filing/TOG.

**ADJOURNMENT:** There being no further business, a motion was made by Chair Dahlman, seconded by Trustee Shemanske, and unanimously approved to adjourn at 5:12 p.m. The next regularly scheduled trustee meeting is scheduled for Wednesday, December 20, 2023, at 4:45 p.m. in the Jerry Whitney Memorial Conference Room.

Respectfully Submitted,  
Emily Owens, Board Clerk